

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 05 102/04

NATIONWIDE
PERMANENT

29 October 2004

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-6642/6632 (DSN) 256-6642/6632

SERVICE: AIR GUARD
APPLICATIONS ACCEPTED UNTIL: 13 December 2004
EMPLOYMENT LOCATION: 102 FW, OTIS, MA
TELEPHONE CONTACT: Maj Sean Riley, 508-968-4228

POSITION: ACCOUNTING TECHNICIAN
SERIES/GRADE: GS-0525-07
Trainee: GS-0525-05

PDCN: 80479
SALARY: PA \$33,071 to \$42,993
PA \$26,699 to \$34,714
*(25% Recruitment Bonus Authorized)

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All enlisted members and those eligible to enlist in the Massachusetts Air National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS/AFSC: 6F0XX

Maximum Military Grade	Officer:	Warrant Officer:	Enlisted: TSgt
Minimum Military Grade	Officer:	Warrant Officer:	Enlisted: Amn

GENERAL EXPERIENCE: Clerical Experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

SPECIALIZED EXPERIENCE: Candidate must demonstrate **12 months** experience that requires applicants to verify the accuracy of codes, amounts, or similar data in numeric form against related documents, e. g. balancing, reconciling and adjusting accounts. Experience that requires researching documents for discrepancies in debits and credit entries and taking necessary action in balancing accounts.

Trainee: GS-05 must have 9 months experience and/or training, which demonstrates knowledge, skills and abilities in areas directly related to the position.

*** A recruitment bonus of up to 25% of annual basic pay will be paid to the selectee who is newly appointed to the federal government. Before receiving the bonus, the selectee must sign an agreement that he/she will remain as an employee for a minimum of one year. If the selectee fails to complete the agreed upon service period, he/she must repay the portion of the bonus attributable to the uncompleted period.**

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Knowledge of accounting methods, forms and techniques.
2. Ability to analyze the interrelationship of accounts affected by varied transactions.
3. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
4. Ability to interpret and apply a variety of accounting regulations and guidelines.
5. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.
6. Ability to plan, organize and coordinate work.

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.US/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
 - OF 612 - Optional Application for Federal Employment (preferred)
 - Resume
 - SF 171
 - ✓ HRO Form 1-1 (Application for Position Vacancy)
 - ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
 - ✓ SF 181 Race And National Origin Identification
- (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: staffing@ma.ngb.army.mil
Information on applying electronically can be found at:
<http://www.state.ma.us/guard/Postings/Technician.htm>
Look under **Electronic Application Procedures**

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6757 or DSN 256-6642/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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